



crime prevention for tellers

NEVER ARGUE WITH A GUN

1. Give him what he asks for. *Never argue with a gun!*
2. Don't give him more than he asks for - and include the "bait" money. Activate your alarm when it is safe to do so.
3. Don't make any sudden moves! Cool it - the robber may be more nervous than you are. Stay cool - but smart. Don't stare, but observe the robber's appearance. Compare him to yourself to estimate height, weight, age, special characteristics.
4. Note the weapon: revolver - automatic - shotgun? Dark blue or "silver"?
5. Did the robber touch anything? Don't touch anything the robber touched. After they have left, cover areas with paper or plastic until law enforcement officers arrive. Keep everybody away from the crime scene.
6. Don't chase robbers! When it is safe, note the vehicle - color, make, model, year - and getaway direction.
7. **CALL THE COPS!** Regardless of the alarm, notify local law enforcement. Give them your location. Describe the getaway car - and its direction of travel.
8. No gunfire inside the bank! Local law enforcement does NOT want a shoot-out with tellers and customers caught in the cross-fire. After the robbers have gone, an assigned employee should go outside to meet the investigating officers. Carry identification so they know you're not an accomplice.
9. As soon as the robbers leave, write down everything you remember. Each employee should write down the suspect's identification - but don't compare notes. Write down the date, time, and amount of money taken. Sign it. This can be evidence in court. Get names and addresses of witnesses - customers and others in the bank.

KNOW AND OBEY YOUR CASH LIMITS!

This is for your protection as well as your bank's. Limit the profit for robbers. They won't come back if the pickings are slim!